

LEIGHTON BROMSWOLD PARISH COUNCIL

Chairman: Bohdan Mysak; Clerk to the Council: Ms Ramune Mimiene

Minutes of the Annual Parish Council Meeting held on Thursday 9 August 2018 at 7:30 at the Green Man (These Minutes are considered draft until ratified at the next Parish Council Meeting)

Present Parish Councillors: B Mysak (Chairman), N Cook, G Troughton, J Taylor and Doug Swanson.
Clerk: Ms R Mimiene.
10 members of the public.

OPEN MEETING

It was suggested by the members of the public that the village should have a Defibrillator. The positive view was expressed. It is on the PC Agenda tonight.
Also, dog fouling issue on the Playing Fields was brought to Council's attention.

2018/19

1808/314

1808/314.1

To Receive Apologies and Reasons for Non-Attendance

No apologies for absence.

1808/315

1808/315.1

To Elect a Vice-Chairman's Opening Remarks

No member came forward. It was agreed that in the future, in the absence of the Chairman, Councillors will elect the Chairman for the Meeting.

1808/316

1808/316.1

Declarations of Interests for Members (Disclosable Pecuniary Interests)

None.

1808/317

Proposal

To Receive and Approve the Minutes of the Parish Council Meeting 10 May 18

Proposed by Cllr BM, seconded by Cllr NC, all in favour, and it was **RESOLVED** that **Carried**
the Minutes be accepted and signed as a true record of the Meeting.

Chairman signed the Minutes.

1808/318

1808/318.1

Matters Arising

All items covered under the Agenda.

1808/319

1808/319.1

Consider co-option to fill 2 Vacancies on Parish Council

Council is still seeking 2 additional Members..

1808/320

1808/320.1

Planning:

It is under Cllr JT portfolio.

Proposal: Replace rotten windows at 9 Church Lane Leighton Bromswold Ref: 18/00893/LBC, PC had no issues with this planning consultation. Comments not submitted as deadline has now passed.

1808/321

1808/321.1

Clerk's Report

Workbook circulated. Noted.

1808/322

1808/322.1

Finance

Income at 31.07.18 £7,274 v Budget £7,280; Expenditure 31.07.18 £2,356 v Budget £7,280.

Balance: £11,502 (plus £173 belonging to Cricket Club)

1808/322.2

Cashbook up to date by 30/04/2018, noted.

1808/322.3

Bank Reconciliation – Jun/Jul carried.

1808/322.4

Banking situation – Cllr JT with Cllr BM's help will try to log into internet banking. Cllr GT will need to do the same, as Cllr GT can sign cheques but is not set for internet banking.

1808/322.5

To formally Approve payments raised and approved by email on 29 May 18:

Date	Cheque Numb	Payee and Description	Powers and Duties	Amount	VAT Claim	VAT Claim
				-£385.49		£0.00
29/05/2018	743	R Mimiene Wages May 18	LGA 1972, s111	-£330.95	N	£0.00
29/09/2018	744	HMRCTaxdeductions from Clerk's wages May 2018	LGA 1972, s111	-£34.00	N	£0.00
29/05/2018	745	Clerk's expenses on running cost of PC May 18	LGA 1972, s 111	-£20.54	N	£0.00
29/05/2018	DD	NEST pensions contribution May 18	LGA 1972, s111	-£38.42	N	£0.00

Proposal

Proposed by Councillor BM, seconded by Councillor GT, all in favour and it was **RESOLVED** that all items listed in 1808/322.5 are to be paid.

Carried

1808/322.6 To formally Approve payments raised and approved by email on 28 Jun 18:

Date	Cheque Number	Payee and Description	Powers and Duties	Amount	VAT Claim	VAT Claim
				-£168.87		£0.00
28/06/2018	746	Clerk's Wages June 18	LGA 1972, s111	-£153.77	N	£0.00
28/06/2018	DD	NEST pension contributions Jun 18	LGA 1972, s111	-£15.10	N	£0.00

Proposal Proposed by Councillor BM, seconded by Councillor GT, all in favour and it was **Carried**
RESOLVED that all items listed in 1808/322.6 are to be paid.

1808/322.7 To formally Approve payments raised and approved by email on 24 Jul 18:

Date	Cheque Number	Payee and Description	Powers and Duties	Amount	VAT Claim	VAT Claim
				-£168.67		£0.00
24/07/2018	747	Clerk's Wages July 2018	LGA 1972, s111	-£153.57	N	£0.00
28/06/2018	DD	NEST pension contribution Jul 18	LGA 1972, s111	-15.1	N	£0.00

Proposal Proposed by Councillor BM, seconded by Councillor GT, all in favour and it was **Carried**
RESOLVED that all items listed in 1808/322.7 are to be paid.

1808/322.8 To Approve 9 Aug 18 payments.

Please note there are changes made at this meeting. The 2 cheques raised to Cllr BM to reimburse for the purchase of the lap top and office did not include a £20 discount. Therefore 1 cheque was raised for the amount of £409.94. Also, the chq payment for the Royal British legion is not made either due to the Heritage Funding for WW1 project successful bid received.

Date	Cheque Number	Payee and Description	Powers and Duties	Amount	VAT Claim	VAT Claim
				-£1,245.94		£17.20
08/08/2018	748	SLCC - contribution towards the membership, amount of £185.00 split between all 7 PCs according to the % of the hours contracted	LGA 1972, s226	-£24.48	N	£0.00
08/08/2018	749	MIJan Ltd: Internal audit for 2017/18	LGA 1972, s226	-£65.40	N	£0.00
08/08/2018	750	Reimburse Cllr B Mysak re: purchase a lap top for PC use and office + a discount of £20.00	LGA 1972, s226	-£409.94	N	£0.00
08/08/2018	751	Reimburse K Simons re: purchase of good for the cricket club		-£137.92	N	£0.00
08/08/2018	752	R. H. Martin Grass cutting Churchyard 2018 first two payments	Open Spaces Act 1906, Ss 9 and 10	-£400.00	N	£0.00
08/08/2018	753	HDC: Uncontested Election 3 May 18		-£105.00	N	£0.00
08/08/2018	754	Wicksteed Annual Inspection of the PA	Open Spaces Act 1906, ss.9 and 10	-£103.20	Y	£17.20

There is also BACS payment not yet authorised for the amount of £227.00 made by Cllr BM, awaiting the 2nd authoriser (Cllr JT) to be set up.

Proposal Proposed by Councillor BM, seconded by Councillor NC, all in favour and it was **Carried**
RESOLVED that all items listed in 1808/322.8 and Invoice to SAVILLS are to be paid.

1808/323 **PC Website - <http://leightonbromswold-pc.org.uk/>**

1808/323.1 Ongoing. Clerk was asked to split the time spent on the website from other tasks.

1808/324 **To Review PC Code of Conduct**

Proposal Proposed by Councillor BM, seconded by Councillor NC, all in favour and it was **Carried**
RESOLVED that the PC Code of Conduct is to be approved.

1808/325 **Playing Field, Cllr BM**

1808/325.1 Regular Inspection not carried out owing to Councillor holidays. Cllr NC carried a visual inspection instead. BM, NC

1808/325.2 Notice Board repairs – It was agreed that no PC funds to be spend on the refurbishment of the NB unless it is H&S issue. Clerk

1808/325.3 Recreation field: On-going financial support, management, and maintenance
 Chairman of the Social Committee reported in Jul 18 that the play equipment has been cleaned. The algae and bird droppings were removed from all the equipment where the children are in direct contact with them. Council expressed its thanks to the Social Committee for organising the tidy up and maintenance.

Going forward, the Social Committee has agreed that they will include a park tidy up and equipment clean with the litter pick in the spring. They will aim to have it in March and asked could PC advise them, nearer the time, of any jobs, like cutting back that are required, so they can put together a 'jobs list' for the day.

Clerk to remove this item from future Agenda.

1808/325.4 Recreation field: Repairs/refurbishment following inspections by Cllrs Cook/Mysak – Clerk BM

- Wicksteed Annual Inspection report received and circulated to PC. PC looked at it tonight. Seats need replacing: 2 seats for £250.00 total. Clerk to instruct Wicksteed to carry out the work. Cllr BM will approach Kompan for a quote on the work required on the play equipment. PC
- Proposal** **Proposed by Councillor NC, seconded by Councillor DS, all in favour and it was RESOLVED that the works by Wicksteed are to be carried.** **Carried**
- 1808/325.5 Financial support request for bark replacement – PC expressed a thank you to Social Committee for the contribution of £693.00 received.
- 1808/326** **Tree Report: Cllr NC**
- 1808/326.1 Request for reduction of sycamore outside No 3 Staunch Hill
As no positive response received, this is now with CCC Cllr IG. Clerk to forward the latest correspondence to CCC Cllr IG. Clerk
- Note since meeting: Clerk forwarded the emails to CCC Cllr IG.*
- 1808/326.2 Outcome re: Replacement of Silver Birch by 29 The Avenue Clerk
Clerk chased CCC on 14 May 18. No outcome. As PC had a CCC Cllr tonight, they asked if Cllr IG could help with this issue too. Clerk to forward all correspondence. Clerk
- Note since meeting: Clerk forwarded emails to CCC Cllr IG.*
- 1808/327** **Neighbourhood Plan (NP)**
- 1808/327.1 Cllr GT attended the training run by HDC on NP. There are grants available. It was agreed that Cllr GT will draft a note which will go into the Villager seeking Village opinion on NP and looking for volunteers.
- 1808/328** **Actions required to ensure compliance with the new Data Protection Act (DPA 2018)** BM
- Cllr BM is putting the document together which he will circulate early next week. PC will take every measure to reduce personal data usage.
- 1808/329** **GPC (General Power of Competence) Clerk is qualified and ¾ of Cllrs have to be Elected to be able to use this power**
- Cllrs felt they do not need this power at this time. Remove from the Agenda.
- 1808/330** **To consider church clock repair and maintenance – now repaired by a parishioner.**
- It was agreed that, if at no cost, Cllr BM will arrange an inspection visit, when an engineer is next in the area
- 1808/331** **To consider Residents’ request for Council to investigate obtaining a defibrillator for the parish, Cllr BM**
- As discussed under open meeting today, PC agreed to look into this matter. Cllr BM will carry the investigation on the actions necessary. PC
- Proposal** **Proposed by Councillor GT, seconded by Councillor BM, all in favour and it was RESOLVED that PC will purchase a defibrillator.** **Carried**
- 1808/332** **Correspondence**
- 1808/332.1 All dealt with, no outstanding issues.
- 1808/333** **Councillors’ Questions**
- 1808/333.1 No questions raised. BM
- EXCLUSION OF THE PUBLIC AND PRESS**
That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.
- 1808/334.1** **To Review Clerk’s contract in the light of issues raised regarding contracted hours and payment.**
- Annual appraisal.**
Chairman will meet with Clerk before Sep PC and carry the appraisal.
- 1808/335** **Date of the next Meeting:**
- 1808/335 Thu 13 Sep 18 at 7.30pm at the Green Man.

